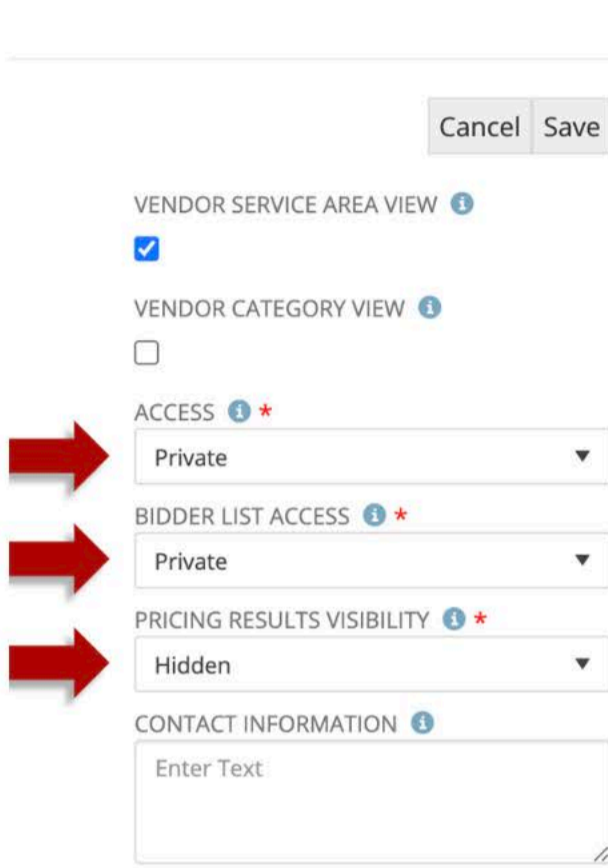


Inside This Issue...

- [Did You Know?](#)
- [Private Bids](#)
- [Document Upload Spots](#)
- [Manually Populating Bidders Lists](#)
- [Coffee Corner Gift Card Question](#)



- PennBid has five Quality Assurance checks on all bids to help promote compliance, accuracy & consistency of the bidding process. In Q1 of 2022 we caught 72 errors, and assisted with correcting them.
- PennBid clients have an option to remove bidders from evaluation if they did not meet certain criteria, such as attending a mandatory pre-bid meeting.
- Clients have full access to vendor database (over 33,000 contacts).
- You can see how the bid form will appear to bidders by clicking the "Preview" buttons.



Cancel Save

VENDOR SERVICE AREA VIEW

VENDOR CATEGORY VIEW

ACCESS

BIDDER LIST ACCESS

PRICING RESULTS VISIBILITY

CONTACT INFORMATION

Private Bids (By Invitation Only)

While PennBid is predominantly used for public solicitations, private, By-Invitation-Only solicitations may also be securely posted.

Sometimes, such as when soliciting for professional services, public agencies might not be required to advertise or allow access to all potential bidders.

Similarly, the private setting also allows design firms to leverage the benefits of streamlined procurement with their private sector clients, even though they are not required to select and award contracts in the same manner as their public agency clients.

When using PennBid in the Private Access setting, only firms who are specifically invited to participate have any access to, or awareness of the solicitation.

For more information on using PennBid in a private, by-invitation-only mode, please contact our office.

[LEARN MORE ABOUT PRIVATE BIDS](#)

Document Upload Spots

Having bidders upload support documents as part of their bid submission is necessary on virtually every project. This includes documents such as a non-collusion affidavit, questionnaires, employment verification form, etc.

Determining how many document upload spots to enable, the description of each spot and whether to make the spot mandatory all depends on the type of project and documents that must be submitted by bidders.

Below shows the posting agency view along with the corresponding vendor / bidder view.

USER/POSTING VIEW

QUESTION	RESPONSE	RESPONSE TYPE
Support Documents		
A Upload Contractor Qualifications - A305 Here	Yes	Document
B Upload Non-Collusion Affidavit Here	Yes	Document
C Upload Any Additional Supporting Document(s) Here	No	Document
Bidder Acknowledgements		
This Bid Form is submitted in		

VENDOR/BIDDER VIEW

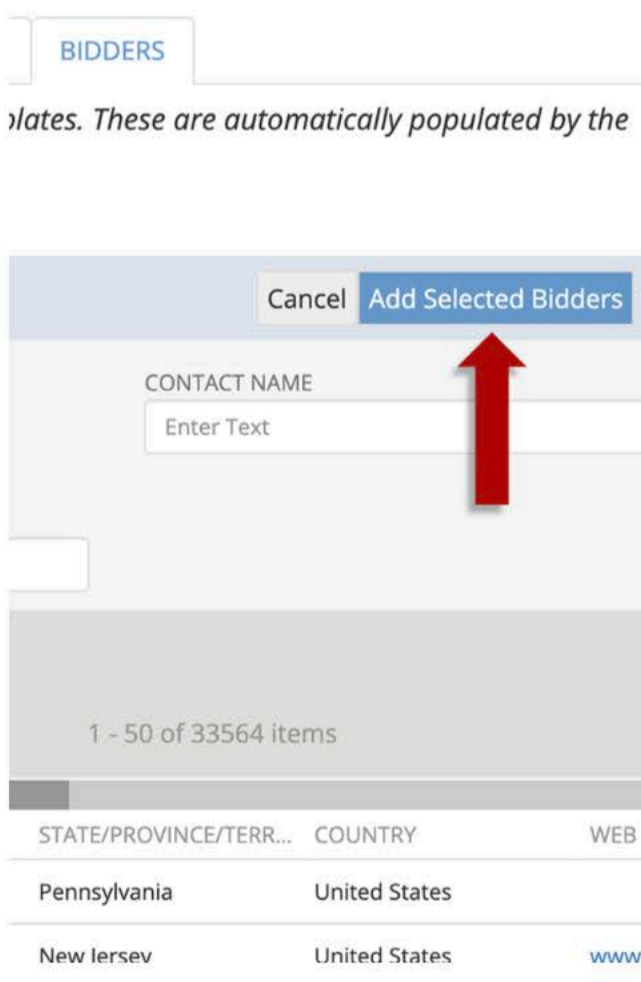
REFERENCE NUMBER	QUESTION	RESPONSE
Support Documents		
A	Upload Contractor Qualifications - A305 Here	<input type="button" value="Choose File"/> No file chosen *
B	Upload Non-Collusion Affidavit Here	<input type="button" value="Choose File"/> No file chosen *
C	Upload Any Additional Supporting Document(s) Here	<input type="button" value="Choose File"/> No file chosen
Bidder Acknowledgements		

Manually Populating Bidders Lists

At times, posting agencies may wish to include specific vendors on their bidders list to ensure they are included on an opportunity. However, there are several variables that need to be considered when choosing to do so:

- Choosing a Vendor purely by company name may not work as intended, as they may have multiple Vendor accounts to accommodate multiple locations or staffing configurations. Verify through the "COMPANIES" tab that the persons you are seeking are within that specific group.
- Has the Vendor disabled "Notifications" in an attempt to minimize how many emails they receive? If so, you might have to communicate with them directly to advise of the opportunity being made available.
- Is the individual you are seeking within a specific company the appropriate person to receive the notice of your opportunity.

For assistance on manually populating a Bidders List, please contact the PennBid office.



BIDDERS

These are automatically populated by the

CONTACT NAME

1 - 50 of 33564 items

STATE/PROVINCE/TERR...	COUNTRY	WEB U
Pennsylvania	United States	
New Jersey	United States	www.



Coffee Corner Question



Do you know what the colors on the Analysis/Pricing (bid tabulation) mean?

The first person to email the correct answer to outreach@PennBid.net wins a Dunkin Gift Card.

For more useful tips and pointers, including training videos and "quick-guides", please visit the [Resource Center](#) on our website at www.pennbid.net.

PennBid is proudly endorsed by:

